

The Regular Meeting of Souderton Borough Council, held on Monday, April 3, 2017, was called to order by Vice-President D. Jeffrey Gross at 7:00 p.m. Members of Borough Council present at the regular meeting included the following:

Vice-President D. Jeffrey Gross	Councillor Kevin Souder
Councillor Ned D. Leight	Mayor John R. Reynolds
Councillor Richard Godshall	Junior Councillor E. Shane Myers
Councillor Daniel Yocum	Solicitor Robert R. Bricker
Councillor Daniel Houser	Borough Manager P. Michael Coll
Councillor Tracy Burke	Police Chief James P. Leary
Councillor Richard Halbom	Public Works Director Steven Coll

Absent from the meeting was President Brian Goshow. The Invocation was given by Councillor Richard Godshall, followed by the Pledge of Allegiance to the Flag.

A motion was made by Councillor Richard Halbom, seconded by Councillor Daniel Houser, to approve the minutes of the March 6, 2017 Regular Borough Council Meeting and March 2017 Work Sessions as presented. The motion was approved.

Mayor John Reynolds recognized Shannon Hanrahan and her family. Mayor Reynolds announced that Shannon Hanrahan has completed the requirements for the Girl Scout Gold Award and read the following Proclamation into the minutes:

PROCLAMATION  
IN RECOGNITION OF SHANNON C. HANRAHAN ON  
ACHIEVING THE GIRL SCOUT GOLD AWARD.

WHEREAS, Shannon Hanrahan is a resident of the Borough of Souderton and a 2016 graduate of Souderton Area High School. Shannon has been a Girl Scout for fourteen years with remarkable accomplishments and is now a lifetime Girl Scout; and

WHEREAS, in 2009, Shannon earned the Girl Scout Bronze Award. The Bronze Award is a twenty-hour service project. For her project, Shannon planned activities and helped host a Christmas party for inner city kids at Zion Mennonite Church in Souderton Borough; and

WHEREAS, in 2012, Shannon earned her Girl Scout Silver Award. The Silver Award is a fifty-hour service project. For her project, Shannon took over three hundred pictures to help children with autism identify the names of everyday objects and things in nature. She gave her project to Behavior and Education Support Services, LLC, where the therapists continue to use the pictures to help teach the children under their care; and

WHEREAS, in 2014, Shannon went to Salt Lake City, Utah to attend the Girl Scout National Convention. Shannon was able to meet Girl Scouts from all over the country. She went to workshops and listened to speakers that focused on empowering girls; and

WHEREAS, in 2015, Shannon was fortunate enough to go to Europe with her Girl Scout troop. She financed her trip entirely through fundraising initiatives. She visited two of the Girl Scout and Girl Guiding World Centers, in Switzerland and London; and

WHEREAS, Shannon also worked at Camp Mosey Wood, a Girl Scout overnight camp in the Poconos, for two summers; and

WHEREAS, in 2016, Shannon completed her Girl Scout Gold Award. For her Gold Award, Shannon worked with students at EMC Elementary School in Souderton Borough. She created activities, games, and quizzes to help children learn their multiplication facts. Shannon helped start a morning math club to provide extra help for students that will continue in future years. As a result of her project, students developed confidence and significantly improved their math abilities.

NOW, THEREFORE, I, John R. Reynolds, Mayor of the Borough of Souderton, joined by the members of Souderton Borough Council recognize and extend our recognition for the great achievement of Shannon Hanrahan fulfilling the requirements for the Girl Scout Gold Award, the highest honor in Girl Scouting. Nationally, fewer than six percent of all Girl Scouts attain this award. The Gold Award requires a special commitment and devotion of many hours to complete the Girl Scout Journey. Shannon planned and implemented her Girl Scout Gold Award Take Action Plan using her combined talents, strengths and leadership skills, demonstrating her commitment to helping children and serving her community. We further express our best wishes for success as she completes her college studies in the field of nursing.

PROCLAIMED this 3<sup>rd</sup> day of April, 2017

Police Chief James noted that the monthly statistical and narrative summary report will be distributed to Borough Council at the April work session.

The Borough Solicitor's report for the month of April, 2017 was distributed to Borough Council. The Borough Solicitor reported that they had several phone calls and emails to and from persons requesting information about the Broad Theater property. The Borough Solicitor also had a discussion with the Borough Manager regarding the proposed recreational use for property at 117 East Broad Street.

Public Works Director Steven Coll circulated his monthly report to Borough Council. He noted that the sewer main replacement project on N. School Lane is nearly 75% complete. Brush and leaf collection will be delayed as a result of this project.

Borough Manager Michael Coll noted that the Planning Commission meeting for April, 2017 will be cancelled since there is no pending business. Borough Council will host a Community Clean-up Day on Saturday, April 22, 2017 from 9:00 am to 12 noon. Lunch will be provided. The Montgomery County Boroughs Association will have a dinner meeting on Thursday, April 27, 2017. The speaker will discuss Act 133 of 2017 which affects how municipalities can handle Use and Occupancy inspections for the resale of properties.

Mayor John Reynolds reiterated the Community Clean-up event to be held on Saturday, April 22, 2017 which coincides with Earth Day this year. Volunteers will meet at the Community Park pavilion at 9:00 am. Plans are to clean and mulch various planting beds in the Community Park and along the Community Pool. Other groups will assist with cleaning and mulching at the Main Street Plaza and N. Front Street parking lot. Lunch will be provided to the volunteers after the event.

Councillor Daniel Yocum circulated the latest Historical Society Newsletter. This month features the transition from horses to the automobile.

Consideration was given to paying the bills for the month of March, 2017.

<u>GENERAL FUND</u>			
Milose Jagielnicki	\$1,100.00	Shelly Enterprises-USLBM, LLC	\$64.68
North Penn Water Authority	34.08	Souderton-Telford Main Streets	5,937.50
Penn-Holo Sales & Service	113.00	Styer Associates	5,400.00

Suburban Propane	\$85.78	Suburban Propane	\$504.79
Unum Insurance Company	928.92	Sudz in a Bucket	5.50
D. L. Beardsley, Ltd.	94.90	Telford Press Printers	1,143.50
Univest VISA	817.18	Temple University CJTP	300.00
21 <sup>st</sup> Century Media-Philly	253.43	U S Municipal Supply, Inc.	77.56
Blooming Glen Quarry	98.39	Univest Bank & Trust Co.	1,800.00
Boucher & James, Inc.	12,199.33	Univest VISA	55.00
Cargo Trailer Sales, Inc.	82.40	Univest VISA	118.99
Carquest	103.50	Unum Insurance Company	928.92
Clemens Uniform Rental	155.84	Verizon	71.02
Cope's Garage, Inc.	3,180.87	Verizon Wireless	263.47
Delta Dental	1,307.10	Wise Electric	337.00
Detlan Equipment, Inc.	32.90	Altek Business Systems, Inc.	203.42
Eagles Peak Spring Water, Inc.	19.15	Clemens Uniform Rental	226.12
Freedom Systems Corp.	787.50	Cope's Garage, Inc.	1,213.59
Fromm Electric Supply Corp.	133.20	Detlan Equipment, Inc.	11.60
George Allen Portable Toilets	423.00	Eagles Peak Spring Water, Inc.	13.40
Home Depot	249.81	Freedom Systems Corp	843.75
Indian Creek Foundation	629.00	George's Tool Rental	475.00
John R. Young & Co.	170.70	Home Depot	139.33
K J Door Services, Inc.	814.30	Indian Creek Foundation	441.00
Keystone Cleaning Systems	280.25	J. P. Mascaro & Sons	36,124.20
Lawson Products, Inc.	356.84	Keystone Health Plan East	34,862.37
Metlife	5,754.80	Landis Block & Nycecrete Co.	15.75
Montg. Co. Assoc. Township Off.	75.00	Lawson Products, Inc.	65.67
Montg. Co. Boroughs Assoc.	175.00	Morton Salt	1,447.85
Moyer Indoor/Outdoor	844.32	Moyer Indoor/Outdoor	1,974.59
Naceville Materials	28.34	Naceville Materials	51.89
NAPA Auto Parts	49.56	NAPA Auto Parts	57.93
Nationwide Trust Company	1,935.40	North Penn Water Authority	908.10
Netcarrier Telecom, Inc.	356.33	Nyc Corporation	51.90
North American Benefits Co.	1,049.82	Postmaster, Lansdale	753.80
Nucitrus	275.00	Richter Drafting Office Supply	113.57
PECO Energy	235.39	Shelly Enterprises-USLBM, LLC	25.06
PA One Call System	62.32	Suburban Propane	472.14
Petty Cash Fund	212.88	Univest Bank & Trust Co.	753.47
PPL Electric Utilities	2,114.87	Univest Visa	80.18
PPL Electric Utilities	50.89	Univest Visa	1,116.04
Propet Distributors, Inc.	172.90		
Robert W. Hurley, RPR	180.00	Total General Fund	\$137,473.84

#### SEWER FUND

Comcast Cable	\$84.90	Shelly Enterprises-USLBM, LLC	\$17.52
J. P. Mascaro & Sons	480.00	Suburban Water Testing Labs	2,335.32
North Penn Water Authority	68.54	Telford Press Printers	981.50
Pioneer Crossing Landfill	1,372.68	Univest Visa	294.00
Unum Insurance Company	239.54	Unum Insurance Company	239.54
Altek Business Systems, Inc.	62.25	Verizon	68.98
Bearings & Drives Solutions	440.62	Wise Electric	373.90
Blooming Glen Quarry	700.00	All Industrial Safety Products	108.82
Clemens Uniform Rental	85.50	Analytical Laboratories, Inc.	25.00
Coyne Chemical	6,688.78	Blooming Glen Quarry	140.00
Delta Dental	321.47	Clemens Uniform Rental	171.00
EVOQUA Water Technologies	2,621.09	Coyne Chemical	6,282.80
Hach Company	142.79	David Derstine	62.05
Hajoca Corporation	973.85	EVOQUA Water technologies	2,601.25
J. P. Mascaro & Sons	480.00	Fisher Scientific	161.26
Jesse Baro, Inc.	2,337.57	Good Plumbing Heating A/C, Inc.	1,475.64
K J Door Services, Inc.	132.50	Hach Company	103.68
Landis Block & Nycecrete Co	20.55	Hajoca Corporation	5,164.62
Metlife	92.28	J. P. Mascaro & Sons	489.00
Naceville Materials	155.28	Jesse Baro, Inc.	1,167.21
Netcarrier Telecom, Inc.	157.34	Keystone Health Plan East	6,529.30
North American Benefits Co	255.86	Mary M. Koehler	674.08
Nyc Corporation	16.00	Moyer Indoor/Outdoor	268.72
PA Rural water	450.00	Perkasie Regional Authority	1,625.00
Pennsylvania State University	396.00	Pioneer Crossing Landfill	4,179.54
Pioneer Crossing Landfill	2,721.58	PPL Electric Utilities	21,248.04
PPL Electric Utilities	17,963.46	Richter Drafting Office Supply	7.78
Richter Drafting Office Supply	11.15	SimplexGrinnell, LP	199.00

Naceville Materials	\$104.47	USA Blue Book	\$76.90
Pennsylvania State University	395.00	Total Sewer Fund	\$97,042.50

POOL FUND

North Penn Water Authority	\$13.15	Netcarrier Telecom, Inc.	\$120.83
Airgas National Carbonation	58.00	PPL Electric Utilities	557.35
American Red Cross	105.00	Total Pool Fund	\$854.33

CAPITAL RESERVE FUND

CC Construction Services	\$34,979.00	Univest Capital	\$3,155.23
Univest Bank and Trust Co	1,458.33	Williams Stone Co., Inc.	2,371.60
Boucher & James, Inc.	4,777.53	CC Construction Services	259,095.55
Phillips & Donovan Architects	2,572.50		
Redevelopment Authority Montg	72.00	Total Capital Reserve Fund	\$308,481.74

LIQUID FUELS FUND

Fastenal	\$2.00	Armour & Sons Electric, Inc.	\$366.44
PPL Electric Utilities	7,661.00	U S Municipal Supply, Inc.	1,491.70
PPL Electric Utilities	98.04	Total Liquid Fuels Fund	\$9,619.18

A motion was made by Councillor Richard Godshall, seconded by Councillor Ned Leight, to authorize payment of the bills for the month of March, 2017, as presented. The motion was approved.

Vice-President Jeffrey Gross opened the floor to the audience who may wish to address Borough Council on any topic or matter of concern.

Richard D’Amico of Consign for Design noted that this is the one year anniversary of the monthly business spotlight. The third Friday event will start up this month for the summer season.

Richard D’Amico introduced Scott Landes, owner of Scooter’s Bike Shop on Main Street. Scott Landes has been a business owner for a number of decades and provided a history of the once vibrant downtown shopping district. He further recounted his bicycle trip across the United States prior to establishing his bike shop in Souderton. The retail business in general is difficult today with competition from online shopping, but he noted that a strong service oriented company will continue to compete in today’s marketplace. Bicycle shops began a decline in 1975; youth are not bicycling like they had in the past. Our national population has grown significantly, but bicycle sales nationwide have remained flat.

There being no further public comment, Vice-President Gross then moved to the business portion of the meeting. The only item of business is formal consideration of a Resolution concerning the establishment of an “Escape Room” use at 117 East Broad Street which Borough Council discussed at the March Administrative Work Session.

A motion was made by Councillor Daniel Yocum, and seconded by Councillor Daniel Houser, to adopt Resolution 2017-04 granting approval to Hoff Properties, LLC and Play It Out, LLC, to establish an “Escape Room” use at 117 East Broad Street pursuant to Section 901 B. 8. of the Souderton Borough Zoning Ordinance. The motion was approved by unanimous vote.

There being no further business, the meeting was adjourned at 8:00 pm.

Respectfully Submitted,

P. Michael Coll, Secretary

# WORK SESSION MINUTES AND COMMITTEE REPORTS

## ***Public Works Work Session – April 10, 2017 (7:00pm-9:00pm)***

Council Attendees: John Reynolds, Brian Goshow, Jeffrey Gross, Richard Godshall, Daniel Yocum, Daniel Houser, Tracy Burke and Richard Halbom. Junior Councillor E. Shane Myers.

Staff Attendees: Public Works Director Steven Coll, Police Chief James P. Leary and Borough Manager Michael Coll.

### **1. Sanitation Committee**

- a. The Discharge Monitoring Report for the month of March, 2017 will be filed with no exception to permit limitations.
- b. Borough Manager Michael Coll reported that DEP authorized the Borough to resume land application of dewatered sludge. Chief Operator Sal DeSimone, in consultation with our engineers, instituted a revised sampling plan and revised operational procedures to maximize aeration and holding time in the digesters to improve the quality and stability of the sludge to maintain our ability to land apply.
- c. Steve Coll reported that the sewer main replacement project on N. School Lane from Chestnut Street to East Broad Street is now complete. Crews will begin replacing sections of sidewalk and installing a base course on the trenches. Developer Timothy Hendricks is preparing to pave N. School Lane this summer to close out Phase 1 of the Berkeley Court development.
- d. Junior Councillor Shane Myers and Councillor Richard Halbom reported that they met with representatives of J. P. Mascaro to plan for an electronics recycling event in September, 2017. They reported that J. P. Mascaro has been very accommodating in setting up this venture. A major concern, as evidenced from past electronic recycling events, is to control the flow of items from Souderton Borough residents only. Without control the event will quickly become unmanageable. To address the concerns a recommendation was made to advertise the event to Borough residents, require a voucher to be obtained from the Borough Office with a fee of \$10.00 per unit to be recycled. Material will not be accepted without a voucher on collection day.

### **2. Highway Committee**

- a. Public Works Director Steven Coll discussed public works activities during the past several weeks. We will begin Borough wide street sweeping. Office staff will send out messages to the neighborhoods scheduled to be swept to move cars from the streets. The monthly brush and leaf collection for this month will be completed during the next two weeks. Schedules and notices will be posted to the website.
- b. Borough Manager Michael Coll previously circulated a letter dated March 2, 2017 from the Pennsylvania Department of Environmental Protection informing the Borough of the requirements to submit an individual NPDES MS4 permit renewal application, along with a completed PRP/TMDL Plan on or before September 16, 2017. The letter addresses phosphorus and sediment reductions for the small section of the Borough that drains to the Indian Creek. The Borough is also required to submit a TMDL Plan that addresses the Skippack Creek that addresses both nutrient and sediment impairment. The Borough Manager attended a meeting hosted by Telford Borough and Hall and Associates to discuss the major concerns and potential exorbitant cost exposure with regulatory overreach as it applies to MS4 and NPDES permits for both waste water treatment plants and municipal storm drainage systems. Telford Borough is working to create a consortium of municipalities to express concerns with the pending regulations. The initial cost to join this effort is

approximately \$2,500 depending on the number of member municipalities. Borough Council agreed to join the effort.

- c. Borough Council had a general conversation about possible paving priorities for 2017 with a desire to maximize paving efforts as much as possible within the budgetary constraints.
- d. Borough Council President Brian Goshow reported that the 309 Connector Project has been broken down into additional phases and will now apparently end at Township Line Road and the Souderton-Hatfield Pike with no direct connection to Route 309. Completion for the project has now been extended to 2025. He expressed dissatisfaction over the delays in funding this much needed project and the recent efforts to reduce the scope of the original project. Borough Council suggested an effort to have the surrounding municipalities become more vocal in opposition to the recent developments to further delay and reduce the scope of this project.

### **3. Sidewalk Committee**

- a. The Borough Engineer notified us that a formal Highway occupancy Permit was issued by PennDOT for the construction of curb and sidewalk along County Line Road. The Borough Engineer is proceeding with design of the Montgomery Avenue project with the hope of bidding both projects at the same time. The Borough has a relatively short time line to complete the County Line Road project without jeopardizing the CDBG funds. Montgomery County has indicated that they will work with us as long as the projects continue to progress.
- b. Borough Manager discussed the removal of gingko trees at a previous work session. Upon further thought, the Borough Manager suggested that a selective removal plan would be a better option. There are some gingko trees that blend with streetscaping goals, such as the corner of Broad and Front Streets by the Indian Valley Hotel. A few property owners have worked to maintain the trees and they may find removal to be objectionable. Borough Council agreed with taking a more selective approach. Trees selected to be removed will be tagged with a notice to the surrounding property owners prior to removal

### **4. Recreation Committee**

- a. Steven Coll reported that he found a supplier for replacement parts to repair the existing modular play structure in the Community Park and the parts are now on order. He also found a contact who was originally involved with the sale of the small playground that was donated by Club E-Z Fit. The salesman is working to locate replacement parts for the modular play equipment. Steve Coll will supply a list of repair parts and we hope to install the structure in the community park prior to summer.
- b. Borough Council finalized plans for the Clean-up Day Event on Saturday, April 22, 2017 meeting at the Community Park around 9 am. Lunch for the volunteers will be served at 12 noon. The work will be general clean up and mulching throughout the Community Park and Pool property. Depending on the size of the groups a suggestion was made to include a cleanup of the N. Front Street parking area. Concern was also expressed about the dumping of debris at the railroad grade crossing at railroad Avenue and Central Avenue.
- c. Borough Manager Michael Coll discussed the benefit of installing air conditioning in the pool concession stand. The stand becomes extremely hot during the summer putting extreme loads on the freezers and refrigeration equipment. It becomes very difficult to maintain required temperatures for the food products and the production of ice. The concession stand serving windows need work to repair the screens and serving windows. Alderfer Glass provided a quote to install windows with a much better serving window section. Makeup air will have to be added to the exhaust hood. The goal is to condition the space

and remove humidity to improve the function and life of the refrigeration equipment. The overall project will have a budget of \$20,000 to \$24,000, depending on the cost to install makeup air and electrical work. Borough Council expressed concern with the overall cost given the relative short season and the profitability of the stand over the past years. After much discussion, a recommendation was made to move forward with the project with a condition that the manager must take steps to improve profitability of the concession stand.

- d. The Borough Manager discussed a request to purchase an automatic vacuum to clean the lap pool overnight. We had utilized similar vacuums in the past with the old pool. There is not enough time in the mornings to have the pool staff manually vacuum the pool given the swim team practices and swim lessons. An initial quote was received at \$7,897. Borough Council expressed approval to purchase the equipment but after review of additional quotes to make sure we are getting competitive pricing.
- e. Steven Coll discussed options to purchase a new mower for the parks. After reviewing a number of machines, a recommendation was made to purchase a Hustler Super 104 zero-turn mower. The mower has an eight foot cutting width and is versatile enough to meet the objective of Borough Council to decrease overall mowing time but still be able to access most of the park areas. The machine lists at \$30,594.00 but can be purchased through COSTARS at a price of \$22,945.50. The purchase price is well below the budget allotment of \$50,000. A recommendation to purchase the machine will be made at the May 1<sup>st</sup> Borough Council meeting.

## **5. Property Committee**

- a. Borough Manager Michael Coll provided a tabulation of quotes received to remove twelve pin oak trees at the Hillside Cemetery. The project will remove ten trees lining the cemetery along N. Second Street and two dead trees within the upper section of the cemetery. The trees along Second Street have grown into the utility lines and have been severely cut by the electric utility over the years. Removal of the trees will provide access to remove and replace the wall along the cemetery. The low quote is from Landis Tree Service at a cost of \$10,950.00. Borough Council approved the recommendation to proceed with the project.
- b. Borough Manager reported that the roof on the Souderton Municipal Building has developed several significant leaks. Temporary repairs have been made but the roof is now at the end of its useful life. A recommendation was made to allocate the budget allotment for capital repairs to replacement of the roof. A motion will be prepared to authorize bids for the replacement of the roof.

### ***Administrative Work Session- April 17, 2017 (7:00pm-9:05pm)***

Council Attendees: John Reynolds, Brian Goshow, Ned Leight, Jeffrey Gross, Richard Godshall, Daniel Yocum, Daniel Houser, Richard Halbom and Kevin Souder.

Staff Attendees: Police Chief James Leary, Borough Solicitor Brian Gourley and Borough Manager P. Michael Coll.

## **1. Police Committee**

- a. Police Chief Leary reviewed the statistical and narrative reports of police activities through the month of March.
- b. Chief Leary reported on concerns with parent and children drop off during the construction project at E M Crouthamel Elementary School. Chief Leary attended a meeting with school district representatives to discuss various concerns. A suggestion was made by Chief Leary to add a second crossing guard at the school during morning hours. Some of the issues concern parent

disregard towards established school policies. School district officials are looking into ways to reinforce student drop off policies with the parents. Additional meetings are planned in preparation for the new school year.

- c. Chief Leary noted that the scheduled paving of Main Street will require implementation of traffic calming measures by the department. The newly paved road will be challenging to control speeds through the downtown. The department will address these issues as best they can with available limited resources.
- d. Borough Council discussed a desire to encourage the Indian Valley Soap Box Derby Association to consider moving the annual derby to an alternative street. Second Street was suggested as a viable alternative to Main Street.

## **2. Administrative Committee**

- a. Borough Manager Michael Coll reminded Borough Council about the Montgomery County Borough's Association dinner meeting on Thursday, April 27. The program will be a presentation and discussion about recent legislation impacting the issuance of Use and Occupancy permits for resale of properties and property maintenance issues.
- b. Borough Manager Michael Coll and Councillor Richard Halbom will be attending the PSAB Annual Conference in Hershey on May 7 through May 10. The Borough Manager recommended that the May 8 Public Works Work Session be cancelled for the month. Borough Council members agreed with the recommendation.

## **3. Development Committee**

- a. Borough Council President Brian Goshow recognized Herbert Cope of Cope's garage who expressed concerns about the design plans to construct curb and sidewalk along the frontage of the garage. The design plans provide for two thirty feet wide driveways on either side of the building. The existing property has no defined driveway entrances and he is concerned with the limitation of access and parking on his property. The Borough Manager will discuss the design with the Borough Engineer to provide as much flexibility as possible for Cope's Garage under PennDOT guidelines.

## **4. Finance Committee**

- a. Borough Manager Michael Coll presented Borough Council with a budget comparison report through the first quarter of 2017 for the General Fund and Sewer Operating budget. The Borough Manager noted that this is an initial indication of budget performance, but the second quarter review will provide a better representation. Overall, revenues and expenses appear to be on track with projections.

## **5. Executive Session**

- a. Borough Council adjourned to Executive Session at 7:55 pm to have discussions with Borough Solicitor Brian Gourley on the pending Sheriff Sale of the Broad Theater property scheduled for Wednesday, April 26, 2017. The executive session ran until 9:05pm at which time the work session was promptly adjourned.